



The OSP Quarterly Connection

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From the Director's Chair...

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As we embark on a new year, several goals have been set for the Office of State Procurement (OSP). One of these goals is to improve outreach to our customer agencies. In order to accomplish this, OSP will resume the publication of its quarterly newsletter and will be more proactive in maintaining continuous relations with our customer agencies. OSP is committed to investing time and resources in partnering with state and local agencies to improve procurement processes and outcomes for the populations we serve.

In each issue of the newsletter, you will find contract information, dates for upcoming

training opportunities, updates from OSP's partner agencies, tips to assist you with the procurement process, and many other topics.

I truly hope that you will find the content of each newsletter informative, educational and useful. We are always open to new ideas and suggestions to aid us in improving our outreach; so please feel free to contact me with any ideas/requests for future articles/tips via email at paula.tregre@la.gov.

OSP will transmit additional information on upcoming training opportunities via email and future newsletters. I am excited about the opportunities that lie ahead of us. Happy New Year!

Paula Tregre, Director



OSP develops Training and Certification Program

The Office of State Procurement (OSP) has been providing formalized training for its own staff, agency personnel and vendors for years. However, efforts are currently underway to improve and enhance the program to include additional training and a certification process at the Basic, Intermediate and Advanced levels. By participating in the Training and Certification Program ("the program") OSP staff will gain knowledge, skills, or competencies to enhance their understanding and utilization of the procurement code, regulations and procurement policies, along with expertise in use of other business tools and techniques in support of their purchasing

and contracting activities. In addition, our training program for the below entities or partners will also be enhanced:

- Agency clients with involvement in the procurement process on behalf of their agency either through the use of the state's LaCarte card program or through delegated purchasing or contracting authority from the State's Chief Procurement Officer, and
- Exempt agencies governed by the Procurement Code, and

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- Vendor partners who desire to or are already conducting business with the state, and
- Political subdivisions and other local governmental entities eligible to use the statewide contracts developed by OSP.

Initial roll out, planned for 1st quarter FY 2018, will offer some basic classes and training tools for our targeted audience.

For staff and agency personnel involved in the purchasing or contracting processes, the curriculum will be targeted to cover the full procurement cycle, as well as many other purchasing and contracting guidelines needed for a successful procurement. Training for vendors will include vendor performance expectations, bid and

proposal submittal guidelines and other pertinent information associated with conducting business with the state. The curriculum for local governmental entities will include specific topics of interest to them regarding use of statewide cooperative contracts and use of the state's search tool for state contract items, Louisiana's Electronic Catalog (LA eCat).

Available from the state's web based Learner Portal in Louisiana State Employees Online (LEO), the OSP website, and instructor-led workshops at Claiborne Building, Baton Rouge, LA, training will be provided as self-paced and defined-deadline curriculums through the following means:

- Self-supporting (i.e. documents such as manuals or handbooks,
- other job aids such as quick reference guides, FAQs, etc.
- Instructor-led workshops (internal and externally provided)
- eLearning (web-based micro learning, web-based learner access on their own time, YouTube podcasts, etc.)
- Quizzes, Pre-tests, and Post-tests

On-site training at agency facilities will be available upon request.

Watch the OSP website for information as the program develops. A page dedicated to the Training and Certification Program will be constructed to provide for online registration and access to online training courses.

"On-site training at agency facilities will be available upon request."

Attention Small Businesses!

LED and the City of Shreveport will host the 2018 Small Business Summit on September 28, 2018 at the Shreveport Convention Center, 400 Caddo Street from 8:30 AM to 1:00 PM to promote doing business with State Departments/Agencies, Local Government Agencies and local casinos. We encourage all state agencies to participate in the summit as it provides a new opportunity for small businesses to engage and gain a better understanding of your future

procurement needs.

This is a great opportunity for procurement agents to connect with LA small business to help in accomplishing the Hudson and Veterans Initiatives expenditure goals. The intent of the summit is to identify, inform, and prepare small business owners for expanded market engagements and procurement opportunities for disadvantaged businesses, minority and woman-owned businesses, veteran-owned businesses and the other small businesses of Louisiana in the

2019 program year.

All Louisiana businesses are welcome to participate. For more information and how to sign up to host a table, please contact Tatiana Bruce, Senior Program Manager in Small Business Services within LED via telephone at (225) 342.5663 or via email at tatiana.bruce@la.gov.



What's in Your Shopping Cart?



Are you in need of Culinary or Dinnerware supplies? Look no further! The Culinary and Dinnerware Statewide Contract is now active.

This contract includes basic kitchen needs such as: culinary pots, pans, lids, utensils, warmers, and serving pans. Also, for the dining area: dinnerware, eating utensils, plastic trays, and drinking glasses. **Sam Tell and Son, Incorporated** will be happy to have your business.

This new contract is in eCat and ready for use today.

The contract number to source your purchases is 4400013323.

Please contact Richard.Iverstine@la.gov should you have any questions.



BI Incorporated: This statewide contract is for Electronic Offender Monitoring. The contract provides ankle bracelet devices and mobile GPS/cellular tracking services. The contract will be useful for any agencies, state or local, with offender populations on probation, parole, house arrest, work-release, or re-entry. OJJ is currently using this contract.

The contract number to source your purchases is 4400012337. Details on this contract can be found in eCat. For more information, please contact Nikki Elzy at Nyoki.Elzy@la.gov.

Norix Group Inc.: This statewide contract is for Norix Brand Name Furniture which provides a discount off current published catalog list prices. The contract number to source your purchases is 4400011271. Details on this contract can be found in eCat. For more information, please contact Lelia Achée at Lelia.Achee@la.gov.

North Atlantic Security: This statewide contract has been established to provide security services. The contract number to source your purchases is 4400013216. Details on this contract can be found in eCat. For more information, please contact Kim Mulder at Kim.Mulder@la.gov.

Kwalu, LLC: This statewide contract is for Kwalu Brand Name Furniture which provides a discount off current published catalog list prices. The contract number to source your purchases is 4400013129. Details on this contract can be found in eCat. For more information, please contact Lelia Achée at Lelia.Achee@la.gov.

Maintenance, Repair & Operations (MRO) Contracts are supplies consumed in the production process but which do not either become part of the end product or are not central to the agency's output. MRO items include consumables (cleaning, laboratory, or office supplies), industrial equipment (such as compressors, pumps, valves) and plant upkeep supplies (such as gaskets, lubricants, repair tools), and fixtures, etc. The State currently has three (3) contracts with MRO vendors: Grainger (contract number 4400006480), MSC Industrial Supply Co. (contract number 4400006550), and Fastenal (contract number 4400006479).

Please keep in mind when purchasing from an MRO contract, any one line item may not exceed \$5,000.00.

Agencies must utilize statewide contract for commodities as they take precedence over an MRO contract when the commodity is available on both. More detailed information for the MRO contracts can be found on the State Procurement website in the Agency Center under "Featured Contracts" or on eCat.

For more information, please contact Brady Barr at Brady.Barr@la.gov.

Louisiana Electronic Catalog (LA eCat):

https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/eCat/dsp_eCatSearchLagov.cfm



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WELCOME

*Join us in welcoming our new
team members!*

Jared Alexis	Andrew Guzzardo
James Anderson	Deborah Jackson
Chasity Austin	Cameron LeBeau
Kristi Bonvillian	Scott Manguno
Sara Carr	Sam Miller
Jola Cephus	Lauren Milliner
Lia Chorath	Monica Parrino
Geraldine Clinton	Christine Smiles
David Deer	Sonya Thomas
Myra Ford	Chris Wuchte

Cheerful Givers and Holiday Hearts!

No gift is too great or small for those in need. This year OSP Team members gave willingly to those who need it most. Here are a few activities that warmed our hearts:

♥ The One-Time Buy Team caught the giving bug early and went GOLD for Childhood Cancer Awareness Month supporting the "Cheering for Breanna" Foundation with a bake sale.

♥ Team 1 collected a total of 155 pounds of non-perishable items for the Greater Baton Rouge Food Bank.

♥ Team 2 prepared 60 winter warming kits for a homeless shelter in Baton Rouge. Each kit contained a blanket, a scarf, a hat, a pair of socks and a pair of gloves.

♥ The Blanket Order Bid Team chose Alzheimer's Services of the Capital Area as their sponsored charity. So, they have held 2 raffle fundraisers and have collected \$684!

